



Clarification Note #1

GSA internal reference: 226194

Procurement procedure: GSA/OP/22/16 "INSURANCE SERVICES"

Question #1 – Lot 1: The deceased staff member would receive an amount equal to three times of the deceased staff member's annual basic salary. We would be grateful to receive an anonymized list of staff members' annual salaries. Alternatively, please provide an overview of salary brackets and number of staff members within each bracket.

Answer: Please refer to the list of the staff members (Annex I.E to the Tender Specifications). This list will be communicated to potential tenderers when they satisfy the conditions set out in the tender specifications and notably after they submit to the GSA the Non-Disclosure Undertaking.

The Non-Disclosure Undertaking (Annex 1.F to the Tender Specifications) shall be signed by the tenderer's authorised representative and sent by post to the following address:

European GNSS Agency
Legal & Procurement Department
Janovského 438/2
170 00 Prague 7
Czech Republic

The envelope shall contain the mention "NDU: GSA/OP/22/16 – Insurance services"

Question #2 – All lots: On page 19 of the tender specifications, an indicative structure of the population is given. We would be grateful to receive the following numbers with 2 digits after the comma:

- Average age of staff member
- Average age of spouse
- Average age of child
- Average number of children per staff member
- Average number of children per family (married staff member)

Answer: Please refer to the list of the staff members (Annex I.E).

Question #3 – All lots: On page 19 of the tender specifications, an indicative structure of the population is given. The last item in the table is "Average number of children per family (married staff member)". Is it possible to receive the same information for non-married staff members?

Answer: Please refer to the list of the staff members (Annex I.E).

Question #4 – All lots: Please indicate which lots will be offered to staff members on a voluntary or mandatory basis.

Answer: The intention of the GSA is to provide the insurances to the staff in principle on mandatory basis. However, this is subject to budgetary constraints. Therefore, the GSA reserves the right not to provide some insurances to the staff. The insurer may also allow GSA staff members to complement GSA allocations and increase the base corporate coverage provided by GSA. To this end, the insurer should disclose its pricing policy, terms, conditions and limits in its tender. This possibility would be taken into account under the award criterion “Quality of the proposed management of the insurance services”.

Question #5 – Lot 1: Should the insurer follow the same exclusions and payment conditions as stipulated in the Staff Regulations? (e.g. exclusion for suicide)

Answer: It is up to the tenderer to propose the exclusions and payment conditions. These conditions can be in line with the Staff Regulations but they can be also more advantageous or less advantageous.

Question #6 – Lot 2, 3: Please confirm that the framework contract will be signed by the organization, as opposed to individual contracts with the staff members/dependents.

Answer: Yes, framework contract will be signed by the organization (GSA).

End of document